


Activity Types

Activity types are used to further classify the work you are doing in a structured way, they should represent typical categories of work in your company. By representing typical types of work, they also might be used as base to define different rates (prices) for work within a project (see [Project Team Price Lists](#)).

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Create Activity Type

 By default, **ictime** requires that a user chooses an activity types when logging work. You can deactivate this feature, see below.

You can define as many activity types as you need.

Go to













ictime - Administration - Activity Types

to create, edit or delete activity types.

Activity Types

Create activity type

☐ Do not use activity types

| Name | Description | Mapping ID | Mapping ID Description | |
|--------------------|----------------------|------------|------------------------|---|
| Activity I | | 20017 | Test Mapping ID |   |
| Another One | | | |   |
| Brainstorming | | | |   |
| Consulting | | | |   |
| Design & Usability | optional description | | |   |
| Documentation | | | |   |

To create a new activity type, click on the button "Create activity ytppe".

Create activity type

Name*

Description

Mapping ID

Mapping ID

Description

Rounding rule

-

Create

Cancel

Edit activity type

Name*

Implementierung

Description

Implementation, Code changes, Bug fixes.

Mapping ID

Mapping ID

Description

Rounding rule

5/6-30

Disabled

☒

Save

Cancel

| Field | Description | Remarks |
|------------------------|---|---------------------|
| Name | Name for the activity type. Will be displayed in dropdowns, reports etc. | Mandatory. |
| Description | Optional description for the activity type. Only used here. | |
| Mapping ID | Optional external mapping ID, e.g. to map activity types to a respective entity in an external system (like an ERP system). | Currently not used. |
| Mapping ID Description | Optional name or description for the external mapping ID. | Currently not used. |
| Rounding Rule | Optional select a Rounding Rule to be applied, if project settings define usage of activity type specific rounding rules | Optional |
| Disabled | Only available in edit mode | |



We recommend to use activity types like "specification", "design", "implementation", "testing", "project management" etc. for reporting purposes. This gives additional information on the distribution of time to the different typical activities required to resolve your tasks/do your projects and you can also use such categories to differentiate prices.

On project level, you can decide not to use all but just selected activity types or to deactivate activity types for this project (see [Project Activity Types](#)).

Edit Activity Types

You can edit name and description of an activity type at any time by clicking on the edit icon.





To avoid confusion, you should never change the meaning of the name of an activity type that has already been used. There is no versioning for the name, so the change would affect all existing work logs that have not been charged yet.

Starting from icTime 5.8.3.5 the new property "disabled" has been introduced.

You can disable any Activity regardless of the current usage of the Activity.

Consequences of disabling used Activities

Work logs having a disabled Activity assigned will result in showing up in the Warnings tab in the reporting screen of icTime.

Editing a work log with disabled Activity

Editing a work log using a disabled Activity is still possible. The disabled Activity is still shown in the Activities dropdown, but will show up with a question mark as indicator, that the corresponding Activity is not any longer enabled.

Creating new work logs with disabled Activity

Creating a new work log from the Issue operations menu will NOT show up any longer disabled Activities. In case you resume a work log having a disabled Activity assigned will not work.

Fix broken work logs

Work logs having a disabled Activity assigned will show up in the reporting in the warnings tab. Disabled Activities will not show up in the fix work log dialog. If you want to get rid of the warning you need to assign a new valid Activity.

Invoicing / Invoice cancellation for work logs with disabled Activity and bringing into account again

It is possible to cancel any existing invoice including a work log with disabled Activities.

It is possible to bring the work log with the disabled Activity into account again. You just need to ignore the warning regarding the disabled (non valid) Activity.

Delete Activity Types

You can only delete activity types

- if they have not yet been used for a work log
- if they are not specifically assigned to a project (see [Project Activity Types](#))

by clicking on the delete icon.

If an activity type is already used in work logs or is specifically assigned to a project, you will receive the following message when trying to delete:

Error



This activity type cannot be deleted, there are existing relations.


[Cancel](#)


Deactivate Activity Type Functionality (Globally)

You can check the checkbox "Do not use activity types" if you do not want to use this feature. In this case, **icTime** won't expect activity types any longer and you do not need to create activity types. You can also do this later on, it does not matter if you already have defined and used activity types. Historic data won't be affected. You can also change back at any time.

Activity Types

☒ Do not use activity types

 This is a global configuration setting, it is applied to all projects. If you want to use activity types, but not for certain projects, this is can be configured here: [Project Activity Types](#).


 If have already used activity types and now decide to no longer use them, work logs with activity type assignment won't change; i.e. the activity type will still be part of the **ictime** extended work log information and will be displayed in all lists, reports etc. However, if you edit such a work log, the activity type will be deleted and replaced by "none" when you save.

Rounding Rules based on Activity Types

Go to

ictime - Administration - Configure Project - Rounding Rule

Activity Types are globally defined and globally used. If you are using activity type based rounding rules and Activity Types are enabled for the project, the rounding rule defined for a specific activity type will be applied every time the activity type is used. The rounding rule defined for a specific Activity Type will be inherited down to every project.

 You are allowed to set the Default Rounding Rule to "No Rounding". If this setting is made in combination with rounding rules based on Activity Types, the system will first check, if there is a valid definition of a rounding rule for the specific Activity Type you are logging. If it finds one, it will be used, if it finds none, it will fall back to the Project Default Rounding Rule, which can be "No rounding" also.

This setting can be archived by using the option "Use rounding rules from activity types".

Administration

Configure Projects Global Teams Activity Types Rounding Rules Permissions Work Log Attributes Customers VAT

[Project Status](#)

[Teams & Price Lists](#)

Rounding Rule

[Accounting References](#)

[Currency](#)

[Activity Types](#)

[Approval Managers](#)

[Configure Projects](#)

Rounding Rule : Rounding Rules Documentation

Rounding rule setup for this project.

No Rounding

Default Rounding Rule:

Consider Activity Type based Rounding Rule :

Save